

Lake County Liquor Control Commission Office  
Tenth Floor – County Building  
18 North County Street  
Waukegan, IL 60085-4351

847-377-2300

## **REQUIREMENTS AND STEPS FOR BECOMING A MANAGER**

Please complete the following, and submit to the Lake County Liquor Control Commission at the above address:

1. Manager Application. \* **The manager must reside in Lake County.**
2. Local criminal background check from the Lake County Sheriff's Office. Please take the attached Criminal Background Form to the Lake County Sheriff's Department, 25 S. Martin Luther King Ave. in Waukegan for processing (847-377-4000).
3. State and Federal criminal background fingerprinting to be filed with the Liquor Control Commission. Please contact Above Biometrics at 224-286-4595 to schedule an appointment or see when their mobile unit will be in your area. Above Biometrics is located at 4204 N. Arlington Heights Rd., Suite A, Arlington Heights, IL 60004. The cost is \$65.
4. Three Letters of Reference – The letters must be from a reputable business firm not in the liquor business. Preferably on company stationery.
5. Applicant's Personal Contact and Basic Information
6. Certificate of Completion of the BASSET Program. Please contact the College of Lake County, 847-543-2026, to register for this course. You must take it on line but make sure it is Illinois State Liquor Commission approved.
7. When all of the above requirements are met, a hearing will be scheduled.





**CRIMINAL BACKGROUND FORM**  
(UNINCORPORATED LAKE COUNTY)

Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Birthday: \_\_\_\_\_  
First Name Middle Initial Last Name MONTH/DAY/YEAR

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant's Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicants Work/Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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To be completed by Liquor Investigator

This is to certify that a complete criminal check has been completed by the Lake County Sheriff's Office on the applicant: \_\_\_\_\_,

Also known as \_\_\_\_\_,

Birthday \_\_\_\_\_, and Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

\_\_\_\_\_ Local records checked and cleared.

\_\_\_\_\_ Local records checked and **NOT** cleared.

# APPLICANT'S PERSONAL CONTACT AND BASIC INFORMATION

DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PROPOSED PLACE OF BUSINESS NAME: \_\_\_\_\_

PROPOSED PLACE OF BUSINESS ADDRESS: \_\_\_\_\_

CURRENT OCCUPATION, EMPLOYER AND ADDRESS: \_\_\_\_\_

LAST THREE PREVIOUS EMPLOYERS (INCLUDE LENGTH OF EMPLOYMENT): \_\_\_\_\_

EDUCATIONAL BACKGROUND: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

BANKING: \_\_\_\_\_